Manager Approvals for Temporary Staff & Active Retirees

1. Open an internet browser and go to the following address: your.yale.edu

2. On the It’s Your Yale homepage, click My Time.

3. Click My Time if you are using Internet Explorer on a PC (recommended).

4. Otherwise, click My Time (Lite).

5. Log in with your NetID and Password.

6. Click Pay Period Close.
Click the Show field, then click Temps/Active Retirees.

Double click the employee’s name to edit their timecard. My Time (Lite) users should click once on the name, then click Timecard in the upper left corner of the screen.

Review entered time prior to approval.

Click Approvals, then click Approve.
**Editing Time**

11 Double click the employee’s name to edit their timecard. My Time (Lite) users should click once on the name, then click Timecard in the upper left corner of the screen.

**Note:** If you have already approved the timecard, you must remove your approval in order to make any edits (click Approvals, then click Remove Approval).

12 Click the box below the date you would like to change and type in the correct number of hours. Return to step 10.

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**Enter Charging Instructions**

Default charging instructions and hourly rate are sent from Workday to My Time. The following steps illustrate how to enter alternate charging instructions in My Time, including an alternate supervisor or hourly rate. If a set of alternate charging instructions has already been entered in My Time, you can copy and paste it from the Temporary Employee Hours by Labor Account report. **Skip to step 19** to see how to run that report.

For information on how to enter charging instructions in My Time (Lite), **skip to step 32**.

**Follow Steps 1-8 to choose your employee.**

13 Click on the appropriate cell in the Transfer column, click the correct charging instructions (if shown), or click Search.
Click OK any time you see this message.

In the Name or Description field, type all or part of the supervisor’s last name, followed by an asterisk. Click Search.

See Note.

NOTE: The supervisor field only needs to be updated if you are trying to provide that alternate supervisor with visibility into this temp employee’s timecard in order to review or approve it.

Click the supervisor’s name in the Available Entries field. It will appear to the right of the radio buttons.
Continue until all segments of the Charging Instructions have been updated that are different from the default charging instructions, making sure when searching to include an asterisk (*) after each search term that you enter in the Name or Description field. Click OK.

SUPERVISOR: see the note on step 15.

POSITION is where you enter an alternate hourly rate. When searching for the rate, your search term must begin with a dollar sign.

WORKTYPE should be skipped.

If entering multiple charging instructions on one timecard, be sure to click Save after each row has been populated with both the charging instructions and the associated hours.
If you see this error message after clicking Save, one of the charging instructions segments is incorrect. Proceed to step 20.

To determine which segment is incorrect, click back into the Transfer column, then click Search. Look at the columns to the right of the radio buttons. Any incorrect segment will have a value in the left column but a blank cell in the right column.
Temporary Employee Hours by Labor Account report:
For reviewing time entry OR copying charging instructions to the timecard

21 Click on an employee’s name. Use the Control button on your keyboard to select more than one employee.

22 Click Reports in the upper left corner of the screen.

23 Click + All, then search for and click on Temporary Employee Hours by Labor Account.

24 Click on the Time Period field and choose “Range of Dates” to see all charging instructions entered for these employees during that period of time. Change the Output Format to Excel.
25 Click Run Report.

26 Click Refresh Status.

27 When the report is ready to view, the Status column will say Complete.

28 Click View Report.

29 The report will open in another window. Locate the applicable set of charging instructions in the Labor Account column, click on it, and copy it (Ctrl + C).

30 Return to the timecard, click on the appropriate row in the Transfer column, then paste in (Ctrl + V) the charging instructions.
Connecticut Sick Time - Accruals

Your employee may be eligible to accrue and use sick time, and will be able to see this information under the Accruals tab as shown below. Please contact Employee Services for more information if needed.

<table>
<thead>
<tr>
<th>Accrual Profile</th>
<th>CT UNDER 20-SICH</th>
<th>NOT USABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrual Code</td>
<td></td>
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<tr>
<td>Balance on</td>
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<td></td>
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<tr>
<td>Selected Date</td>
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<td>Units</td>
<td></td>
<td></td>
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<tr>
<td>Balance Projected Through</td>
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<td></td>
</tr>
<tr>
<td>CONNECTICUT SICK</td>
<td>35.0</td>
<td>Hour</td>
</tr>
<tr>
<td></td>
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<td>3/04/2017</td>
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</tr>
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Default charging instructions and hourly rate are sent from Workday to My Time. The following steps illustrate how to enter alternate charging instructions in My Time (Lite), including an alternate supervisor or hourly rate. If a set of alternate charging instructions has already been entered in My Time, you can copy and paste it from the Temporary Employee Hours by Labor Account report.

**32** Click on the magnifying glass in the **Transfer** column.

**33** For each segment of the charging instructions that is different from the default charging instructions, click in the blank field under the “Search for…” heading, type all or part of the search term **followed by an asterisk**. Click on the Search button to the right of the search field.

**34** Find the correct entry below the search field, beneath the dotted line, and click on it once to highlight it.

**NOTE:** The supervisor field only needs to be updated if you are trying to provide that alternate supervisor with visibility into this temp employee’s timecard in order to review or approve it.
Continue until you have highlighted the correct value in each segment of the Charging Instructions that is different from the default charging instructions. Always include an asterisk (*) after each search term.

**TASK-AWARD** and **EXPENDITURE TYPE** have a smaller list of values, and therefore can be selected by clicking on the drop down menu and clicking on the correct value.

**POSITION** is where you enter an alternate hourly rate. When searching for the rate, your search term must begin with a dollar sign.

**WORKTYPE** should be skipped.

**WORK RULE** should be skipped.

Click **OK**.